मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in the year 1998)

Minutes of the 28ᵗʰ Meeting (Emergent) of Academic Council held on
23ʳᵈ October, 2017 at 4:00 p.m. in the Conference Hall, Administrative Building

The following members were present:

Sl.	Name of Member	
1.	**Dr. Shakeel Ahmad,** *Pro Vice Chancellor & Vice Chancellor(I/c)*	Chairman
2.	**Prof. S. M. Rahmatullah,** *Dean School of Arts & Social Sciences*	Member
3.	**Prof. Badiuddin Ahmed,** *Dean, SC & BM & Head, Dept. of Mgmt.*	Member
4.	**Prof. Syed Najamul Hasan,** *Dean, S.S&HoD,Dept. of Mathematics*	Member
5.	**Prof. Fatima Begum,** *Dean, School of Education & Training*	Member
6.	**Prof. Ehtesham Ahmed Khan,** *Dean, SMC&J & Head, MCJ*	Member
7.	**Prof. Abdul Wahid,** *Dean, School of Comp. Sc. & Inform. Tech.*	Member
8.	**Prof. Naseemuddin Farees,** *Dean, SLL &I*	Member
9.	**Prof. A. Ravinder Nath,** *Dean, Academic Affairs*	Member
10.	**Prof. Mushtaq Ahmed I. Patel,** *DDE & Dean, Student Welfare*	Member
11.	**Prof. K. R. Iqbal Ahmed,** *Director, DDE*	Member
12.	**Dr. Afroz Alam,** *Head, Dept. of Pol.Sc. & I/c Director, ACSSEIP*	Member
13.	**Dr. Kaneez Zehra,** *Head, Dept. Public Administration*	Member
14.	**Prof. P. H. Mohammad,** *Head, Dept. of Sociology*	Member
15.	**Dr. Md. Shahid Raza,** *Head, Dept. of Social Work*	Member
16.	**Prof. Shahida,** *Head, Dept. of Women Education*	Member
17.	**Prof. Mohd. Abdul Azeem, Head,** *Dept. of Management*	Member
18.	**Dr. Syed Alim Ashraf,** *Head, Dept. of Arabic*	Member
19.	**Prof. Shugufta Shaheen**, *Head, Dept. of English*	Member
20.	**Prof. Aziz Bano,** *Head, Dept. of Persian*	Member
21.	**Dr. Mohd. Khalid Mubashir-Uz-Zafar,** *Head, Dept. of Translation*	Member
22.	**Dr. H. AleemBasha,** *Head, Dept. of Physics*	Member
23.	**Prof. P.F. Rahman,** *Director, Directorate of Admissions*	Member
24.	**Prof. Khatija Begum,** *Dept. of Education & Training*	Member
25.	**Prof. Mohd. Zafaruddin,** *Director, Dte of Translation & Publications*	Member
26.	**Prof. Mohd. Shahid,** *Controller of Examination*	Member
27.	**Dr. Pradeep Kumar,** *Head, Dept. of CS&IT*	Member
28.	**Prof. Saneem Fatima**, *Professor, Dept. of Management Studies*	Member
29.	**Prof. Khazi Ziaulla,** *Regional Director, R. C. Bangalore*	Member
30.	**Prof. Salma Ahmed Farooqui,** *H.K.S. Centre for Deccan Studies*	Member
31.	**Prof. Gulfishaan Habeeb,** *Professor,DDE*	Member
32.	**Prof. Nisar Ahmed I. Mulla**, *Professor, DDE*	Member
33.	**Prof. Shahid Naukhez,** *Dept. of Persian*	Member
34.	**Prof. Akbar Ali Khan,** *Additional Director, DDE*	Member
35.	**Dr. Sahab Singh,** *Assistant Regional Director, DDE, MANUU*	Member
36.	**Dr. Akhtar Parvez,** *Librarian*	Member
37.	**Prof. Siddiqui Mohd. Mahmood,** *Professor, Dept. E & T*	Member
38.	**Prof. Khan Masood Ahmad,** *Former VC, KMC Urdu, Arabic & Farsi Univ.*	Member
39.	**Prof. Bharti Baweja**, *Dept. of Education, University of Delhi*	Member
40.	**Dr. M. Kamil, Joint Director,** *Centre for Information Technology*	Special Invitee
41.	**Dr. M. A. Sikandar,** *Registrar, MANUU*	Ex-Officio Secretary

The following members could not attend the meeting: -

1.	**Prof. Farida Siddiqui,** *Head, Dept. of Economics*
2.	**Dr. Mohd. Fahim Akhtar,** *Head, Dept. of Islamic Studies,*
3.	**Dr. S. Maqbool Ahmed,** *Head, Dept. of Botany*
4.	**Dr Parveen Jahan,** *Head, Dept. of Zoology*
5.	**Prof. Syed Mohammed Haseebuddin Quadri,** *Dept. of English*
6.	**Prof. Wadudal Haque Siddiqui,** *CTE, Bhopal*
7.	**Prof. Abul Kalam,** *Professor, Dept. of Urdu*
8.	**Prof. Mushtaq Ahmad Kaw,** *Head, Dept. of History*
9.	**Prof. Adam Paul Patteti,** *Principal, CTE Nuh*
10.	**Prof. Ghanta Ramesh,** *Dept. of Edn. & Training*
11.	**Prof. Noushad Hussain,** *CTE, Asansol*
12.	**Prof. Md. Faiz Ahmed,** *CTE, Darbhanga*
13.	**Prof. Mohd. Farooq,** *Dept. of Urdu*
14.	**Dr. Bilal Rafiq Shah,** *Associate Professor, Education, CTE Srinagar*
15.	**Dr. Mohd. Ahsan,** *Regional Director, RC Bhopal*
16.	**Dr. Viquar Unnisa,** *Asst. Professor, Education, Dept. of Edn. & Trg.*
17.	**Prof. Abdul Bari**, *Vice-Chancellor, Central University, Gujarat*
18.	**Prof. R. L. Hangloo,** *Vice-Chancellor, Allahabad Central University, UP*
19.	**Prof. Nageshwar Rao,** *Vice Chancellor, Uttarakhand Open University, Uttarakhand*
20	**Prof. S. M. Sajid,** *Dept. of Social Work, JMI, New Delhi*

At the beginning of the meeting, the Hon'ble Vice Chancellor (I/c) welcomed all the members of the House and expressed his gratitude for making it convenient to attend the meeting. The V.C.(I/c) briefed the importance of the Emergent Meeting of the Academic Council in view of the UGC (Open and Distance Learning) Regulations, 2016 and asked the Registrar to take up the agenda items.

The following matters were discussed: -

ITEMS FOR CONSIDERATION:

Item No. 28.4.01
Sub: Establishment of Center for Internal Quality Assurance in DDE – Reg.

Considered and approved the same.

Item No. 28.4.02
Sub: Approval for the arrangement of Guest Faculty for DDE – Reg.

The Academic Council was apprised the need for the restoration of faculty positions sanctioned for DDE and also to engage Guest Faculty to meet the norms of UGC (ODL) Regulations, 2017. After deliberations, the Academic Council considered and approved the proposal of DDE.

Item No. 28.4.03

Sub: Approval of Program Project Report (PPR) and its implementation – Reg.

Considered and approved.

Item No. 28.4.04

Sub: Switching over to robust system of On-line Admission Process and other measures for effective use of Information and Communication Technology (ICT) – Reg.

Considered and approved.

Item No. 28.4.05

Sub: Approval of the Academic Calendar / Planner for MANUU - DDE Program launching process for the academic year 2018- 19 – Reg.

Considered and approved.

Item No. 28.4.06

Sub: Implementation of the new Admission Provisions and Fee Structure - Reg.

Considered and approved the same.

Item No. 28.4.07

Sub: Introduction of new UG/PG Programs under MANUU - DDE from the academic year 2018-19 as per the new UGC (ODL) Regulations, 2017- Reg.

Considered and approved the introduction of the following new programmes through DDE from the academic year 2018-19:-

  (i)   Master of Arts in Islamic Studies (two year PG Programme)
  (ii)   Master of Arts in Hindi (two year PG Programme)
  (iii)   Master of Arts in Arabic (two year PG Programme)
  (iv)   Bachelor of Commerce (three year UG Programme)

Item No. 28.4.08

Sub: Approval of Self Learning Material (SLM) for the UG/PG courses of both existing proposed programs of MANUU - DDE - Reg.

Considered and approved.

Item No. 28.4.09

Sub: Approval of Scheme of Instruction, Examination and Evaluation for 2 year B.Ed (DM) program - Reg.

Considered and approved.

Item No. 28.4.10
Sub: Adoption of CBCS System for Distance Mode Programs - Reg.

Considered and approved. However, in order to enable the flexibility between Regular and Distance mode programs and to establish equivalence in credit distribution, a Committee may be constituted to examine the matter in detail.

Item No. 28.4.11
Sub: Approval for revised Mode of Evaluation for MANUU - DDE Programs - Reg.

Considered and approved. Further resolved that the Qualifying Marks or Grade or CGPA should be similar to that of Regular Programs.

Item No. 28.4.12
Sub: Enabling the Fee Receipts of MANUU - DDE through Digital Mode – Reg.

Considered and approved.

Item No. 28. 4.13
Sub: Approval for renaming of Study Centers as Learner Support Centers (LSCs) - Reg.

The Academic Council discussed the matter regarding renaming all the existing Study Centres under DDE to Learner Support Centres (LSCs) in conformity with the norms of UGC (ODL) Regulations, 2017 and approved the same.

Item No. 28.4.14
Sub: Provision of Fee waiver / concession for SC/ST and Persons with Disability (PwD) Categories for MANUU - DDE Programs from the academic year 2018- 19 – Reg.

Considered and approved. Further resolved that in order to enhance the Gross Enrollment Ratio (GER) of SC, ST & PwD students, the matter for fee waiver/concessions may be referred to a Committee to examine the issue and to make appropriate recommendations.

The meeting ended with vote of thanks to the Chair.

S/d xxxxx   *S/d xxxx*
Assistant Registrar   *Registrar*
(Academics)

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AGENDA

FOR

THE 28th MEETING (Emergent) OF

ACADEMIC COUNCIL

Date   :   23rd October, 2017

Time   :   4:00 P.M.

Venue   :   Conference Hall - 1st Floor, Administrative Building

University Grants Commission
Distance Education Bureau

F.No.74-8/2017 (DEB-IV)   Dated: 28.07.2017

PUBLIC NOTICE

INVITING APPLICATIONS TO OFFER OPEN AND DISTANCE LEARNING (ODL) PROGRAMMES

UGC (Open and Distance Learning) Regulations, 2017 have been notified in the Gazette of India on 23.06.2017 and may be accessed at http://www.ugc.ac.in/oldpdf/regulations/distance%20education%20regulations.pdf

UGC invites online applications in the prescribed format from all eligible Higher Educational Institutions (HEIs) for offering ODL programmes from the academic session beginning in July, 2018. The online portal for submitting applications shall be open from 07.08.2017 to 23.09.2017. The duly certified hard copies of the applications along with annexures shall reach UGC (DEB) Office at Ferozeshah Road, New Delhi within 10 working days of submission of online applications. For further details/updates, HEIs are requested to visit the UGC DEB website at: http://www.ugc.ac.in/deb/ on regular basis.

Secretary
University Grants Commission

Section – 4
(Curricular Matters)

Item # 28.4.08

Note (-8-)

Sub: Approval of Self Learning Material (SLM) for the UG/PG courses of both existing proposed programs of MANUU - DDE - Reg.

The University Grants Commission laid down Learner Support Services under Part-IV of UGC(ODL) Regulations, 2017, wherein it is specified that the Self-Learning Material' in printed form shall be provided compulsorily to the learners and in addition, the Higher Educational Institution may provide additional learning resources through on-line mode, Compact Disks, etc.,

Self Learning Material is developed with the approach of self-explanatory, self-contained, self-directed, self-motivating and self-evaluating. Therefore, it is very essential and vital role to pre-plan each of the learning activities and need to adhere certain standards.

The Self Learning Material should be developed considering the following:

- Backgrounds of learner and learning needs;

- Learning experiences; and

- Support and preparation in adapting to flexible learning.

Accordingly, the MANUU - DDE proposes the implementation of new UGC (ODL) Regulations, 2017 for all the programs and prepared SLMs for different courses as a part of Learner Support Services.

MATTER FOR CONSIDERATION

The matter is placed before the Academic Council for consideration and approval.

Guidelines on Preparation of Self-Learning Material - Overview

Self Learning Material is developed with the approach of self-explanatory, self-contained, self-directed, self-motivating and self-evaluating. The major challenge for the Open and Distance Learning system is near absence of the teacher. Therefore, it is very essential to pre-plan each of the activities. The learning material plays a vital role in this system and it includes Self-Learning Material in print and electronic form. A key challenge of Learning Material is ensuring that its writing is to be in a way that is engaging and which actively involves the learners. Another challenge of learning material is rapidly changing technology and deploying traditional teaching-learning methods through these technologies. Therefore, it is necessary to have the proper planning prior to development of the learning material. During the planned period, the following points should be considered very carefully:-

- Backgrounds of learner and learning needs;
- Learning experiences; and
- Support and preparation in adapting to flexible learning.

2. Learning materials place much more emphasis on the processes of learning. Following are the major ingredients to be considered while developing the learning material by authors (in case of print material) and instructional designers (in case of e-learning material):-

   (a) Learning objectives

   (b) Assessment of prior knowledge

   (c) Learning activities

   (d) Feedback of learning activities

   (e) Examples and illustrations

   (f) Self-assessment tests

   (g) Summaries and key points

   (h) Study tips

3. The learning material should be developed with the constructivist approach and that should lay emphasis on real world tasks, learner's choice of tasks or situations, case studies, collaborative learning tasks, opportunities for observing others, self-evaluation. The Higher Educational Institution may also adopt or procure the Learning Materials from expert agencies or consultant if it saves the time and cost without compromising on the quality. Planning for development of learning material

4. Due to the near absence of the teachers in the Open and Distance Learning mode, the learner has the opportunity to take the decision(s) at any point during the learning path. This may create disagreement between learner's perception and the objective of the learning material. Therefore, it is required to consider the following key points during planning for the development of learning material.

(a) Learner Profile: It is required to consider literacy level (including level of language proficiency), age group, information communication technology skills, aim of study, personal background and home situation, prior knowledge, prior skills, learning situations, etc.

(b) Background: In Open and Distance Learning system, learner studies at his pace and not like face-to-face mode. Most of the learners are working professionals and they get time to study at their homes. If we add certain references which they cannot access at home, then it will create an obstacle in their learning. Therefore, it is necessary to consider the accessibility of course resources and references at the place of learning.

(c) Learning Objectives and Outcome: It is required to define the learning objectives and outcomes prior to initiating the process for the learning material development. The learning objectives can be of terminal, intermediate or enabling nature. These learning objectives can be set at course, unit, or module level. Group of Learning Material

5. Considering the principles of Open and Distance Learning mode of education, the programs shall be accompanied with learning material or resources which shall comprise of self-learning material or e-learning material, e-books, practical book, student's handbook, question bank, assignment book, Audio Video material, program guide, project manual, etc.

Standards of Self Learning Material (SLM) in Print Form

(i)   The Self Learning Material shall be developed as per the defined credit structure of the program.

(ii)   The Self Learning Material shall involve the learner actively through various experience-based activities and assignments.

(iii)   The learner shall get the clear information about the structure of the program and the course.

(iv)   There shall be a detailed learning map in the Self Learning Material for the learner so that she or he will be self-directed for completion of their studies.

(v)   The content of the Self Learning Material shall be developed with dialogue and personal system of writing method which will create a nature of interactivity in the Self Learning Material.

(vi)   The Self Learning Material shall encourage the learner to apply new knowledge and skills.

(vii)   There shall be clear definition of learning objectives and outcomes.

(viii) The content shall be divided into small sections (blocks) and sub-sections (units & sub-units) for effective learning.

(ix)   Activities shall be included in each unit of the Self Learning Material.

(x)   There shall be assignments on each learning objective for self-assessment.

(xi)   The learner shall be directed through problem solving activities as applicable to the nature of the course.

Standards of Self Learning Material (SLM) in Non-print Form

6. The learners' perspective is an important aspect of quality assurance for e-learning. High-quality e-learning content should be designed by skilled content and instructional design professionals. Good instructional design will reflect best practices and research on teaching and learning. The key principles of designing e-learning content are:

(1) Consistent layout and design;

(2) Clear organization and presentation of information;

(3) Consistent and easy-to-use navigation; and

(4) Aesthetically pleasing design and graphics.

Thus, the standards of Self Learning Material in non-print form as under:-

(i) The e-learning material shall be designed as per the credit structure of the online program.

(ii) The course shall be organized into units and lessons.

(iii) There shall be description of unit overview along with objectives, activities, assignments and resources that frame the unit.

(iv) Availability of a program map and correlation matrix among the courses in the program.

(v) There shall be description of credit value of each module or unit in the course.

(vi) There shall be clear guidelines on academic integrity and netiquette (internet etiquette) expectations regarding lesson activities, discussions and plagiarism.

(vii) There shall be lesson overview, content and activities, assignments to provide the learning opportunities for learner to master the content.

(viii) The course shall be designed to teach concepts and skills that the learner will retain throughout the study.

(ix) There shall be multiple learning paths for engaging the learner in active learning.

(x) The content shall provide opportunities for learners to engage in high-order thinking, critical-reasoning activities and thinking in increasing by complex ways.

(xi) There shall be appropriate readability levels, written language assignments and mathematical requirements.

(xii) The content shall provide for periodical feedback about the learner process.

(xiii) The course shall be easy to navigate.

(xiv) There shall be declaration of textbooks, course-ware, and online resources necessary to refer additionally to complete and master the course

(xv) The content shall be accessible on various devices.

(xvi) The e-Learning Material shall satisfy the needs of learners with disabilities.

List of SLMs for Programs offered under MANUU - DDE (Existing & Proposed)

No.	Programs Offered	Subject
		List of Existing Programs
1	MA- I & II Year	URDU
2		ENGLISH
3		HISTORY
4	BA- I , II and III Year	POLITICAL SCIENCE
		URDU LITERATURE
		HISTORY
		ISLAMIC STUDIES
		SOCIOLOGY
		PUBLIC ADMINISTRATION
		ECONOMICS
5	Compulsory UG-I & II Year	English
		Urdu Language
		Arabic Language
		Hindi Language
		Environmental Studies
6	B. Sc.-I, II, & III Year — Life sciences	BOTANY
		ZOOLOGY
		CHEMISTRY
7	Physical sciences	MATHEMATICS
		PHYSICS
		CHEMISTRY
8	Diploma	Journalism and Mass Communication (DJMC)
9	P.G. Diploma	Teach English
10	Certificate Programmes	Proficiency in Urdu through English
11		Functional English
		List of Proposed Programs
1	M.A I & II Yr	Islamic Studies
2		Arabic
3		Hindi
4	B.Com I, II & III Year	B.Com